

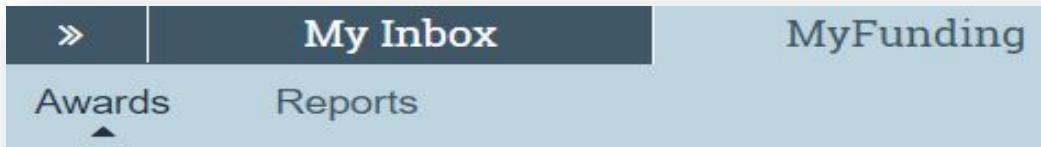
Overview: An ‘Re-budget’ amendment/modification request should be requested when amending/modifying and award to add a new year of funding.

Example:

1. To move funds from one budget category to another (i.e.

Where to Start

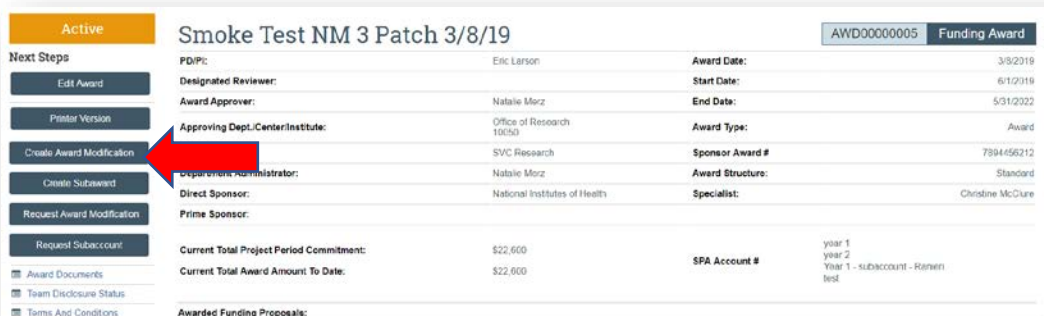
1. Log-in to MyFunding and search for the award in the Awards tab:



2. Search for the award in the search box and click on the ‘Name’ of the award:



3. Once in the award workspace click on ‘Create Award Modification’:



4. On the 'Award Modification' page enter the following information:
 - a. Enter a 'Name' for the amendment/modification that includes 'Re-budget':
 - b. Enter a 'Description of the Changes' for the amendment/modification request:

1. * Name:
Rebudget Request

2. Description of Changes:
Moving funds from 5000 to 5300.

- c. Select 'Rebudget' as the 'Modification Type':
- d. Select an 'Effective Date' and click 'Continue':

3. Sponsor's Modification ID: ?
7894456212-MOD039

4. * Select Modification Type: ?
 Revision | Supplement
 Re-budget
 Early Termination
[Clear](#)

5. Select demographic changes: ?
There are no items to display

6. * Will this modification affect any Subaward? ?
 Yes No [Clear](#)

7. Effective Date:
9/19/2019

Specialist – Creating an Amendment/Modification: Re-budget

5. On the 'Financial Setup' page, click 'Continue':

Financial Setup

1. Current Financial Accounts:

Name Account Number

year 1

year 2

Year 1 subaccount Reason

test

Year 2

Create New Financial Account:

+ Add

Name Account Number

There are no items to display

Back Save Exit Hide/Show Errors Print Jump To Continue

6. On the 'Budget Allocations' page, click the 'Continue':

Budget Allocations

1. Budget Allocations:

+ Add

Name	Action	Start Date	End Date	Authorization	Authorized Amount	Award Amount
National Institutes of Health Award Period 1	[Modified by AWD000000005-MOD0024]	6/1/2019	5/31/2020	Authorized by Sponsor	\$11,000	\$15,000
National Institutes of Health Award Period 2	[Modified by AWD000000005-MOD0030]	6/1/2020	5/31/2021	Authorized by Sponsor	\$0	(\$8,750)
National Institutes of Health Award Period 3	[Modified by AWD000000005-MOD0030]	6/1/2021	5/31/2022	Authorized by Sponsor	\$0	\$49,500
subaccount 1 Award Period 2	[Modified by AWD000000005-MOD0036]	6/1/2020	5/31/2021	Authorized by Sponsor	\$0	\$5,500
subaccount 1 Award Period 3	[Modified by AWD000000005-MOD0036]	6/1/2021	5/31/2022	Not Authorized	\$0	\$0
Subaccount 1 - Christine McClure	[Modified by AWD000000005-MOD0036]	6/1/2019	5/31/2020	Authorized by Sponsor	\$57,100	\$57,100

2. Edit updated allocations:

Name	Type	Funding Allocation	Description
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3. Edit new allocations:

Name	Start Date	End Date	Authorization	Authorized Amount	Award Amount
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Back Save Exit Hide/Show Errors Print Jump To Continue

7. On the Award/Authorized Budget Reconciliation (formerly the Form 0202) page click 'Continue' (the department completes this step):

Award / Authorized Budget Reconciliation

All Allocations

Total Sponsor Awarded to Date \$146,700

Total Reconciled to Date \$141,700

Difference \$25,000

Current Allocation

Total Sponsor Awarded \$0

Total Reconciled \$0

Difference \$0

Select the Budget Allocation to display: Show Changes

Start Date End Date

† Included in indirect base

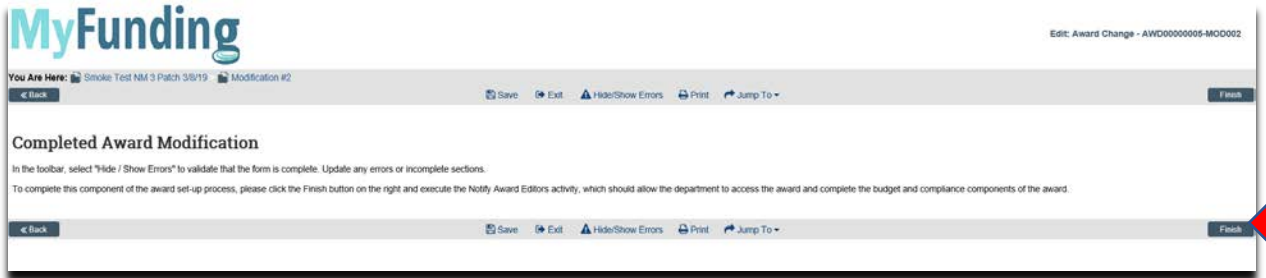
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8. On the 'Personnel' page, click 'Continue' (the department completes this step):

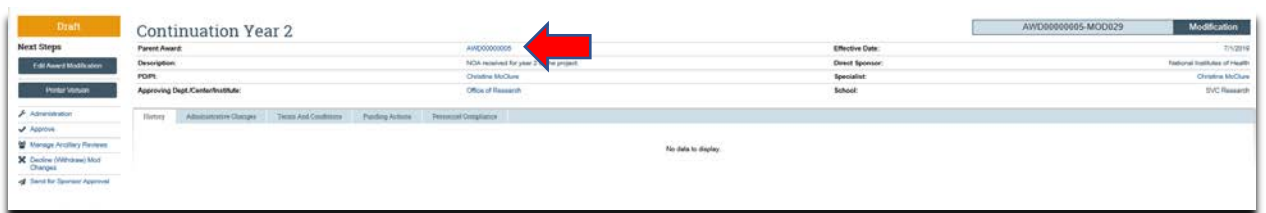
Personnel

Back Save Exit Hide/Show Errors Print Jump To Continue

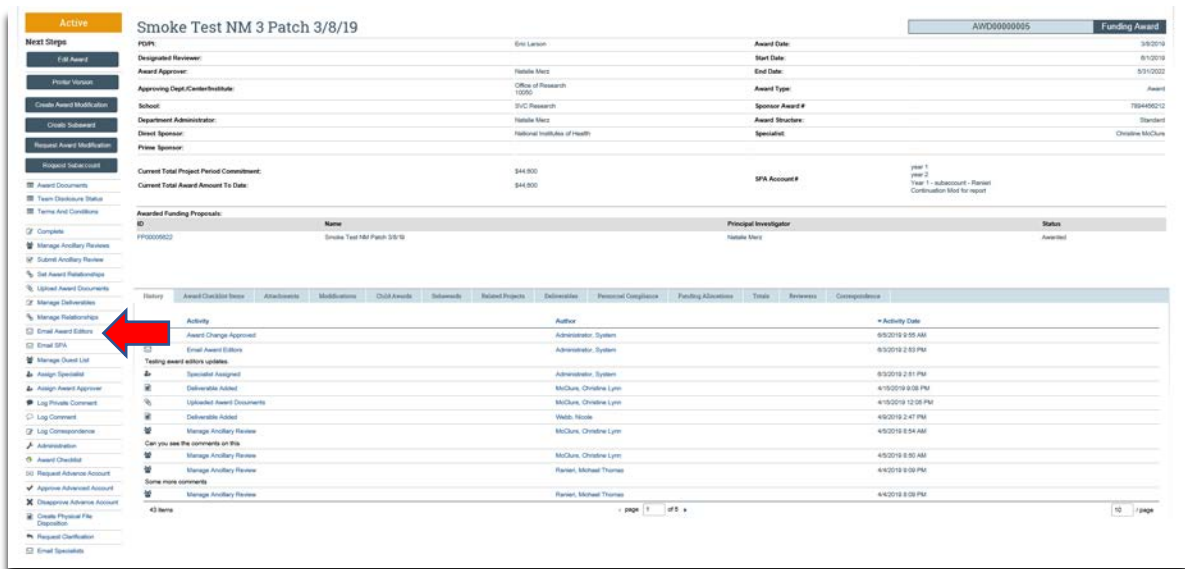
9. On the 'Completed Award Modification' page click 'Finish':



10. In the modification workspace click on the 'Parent Award' title to return to the main award workspace:



11. In the award workspace click 'Email Award Editors' to notify the specialist that the award amendment/modification has been updated:

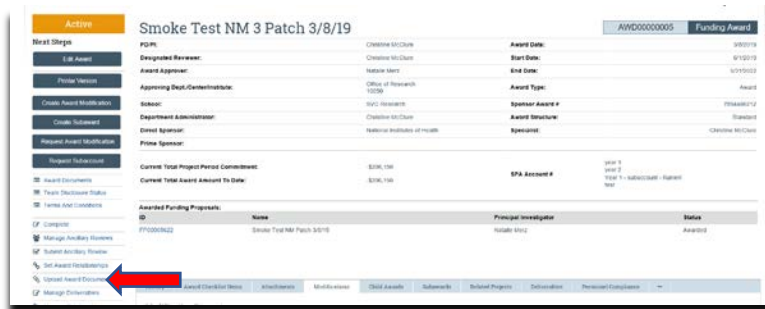


What should be attached by the department?

1. Any documents requiring a signature by the Office of Sponsored Programs (OSP)
2. Any other school-specific required documents
3. NOA/sponsor document noting change
4. Compliance approvals (if applicable)

Where do I attach the documents?

Documents should be attached in the award workspace using the ‘Upload Award Documents’ activity:



What's Next?

1. The department administrator will review the award amendment/modification enter the budget information and will ‘Email Specialist’ when the amendment/modification is completed.
2. Upon return to the specialist, the specialist should review the amendment/modification to ensure the budget is balanced and all required documents are attached.
3. If the amendment/modification requires sponsor approval, or is out for signature, the specialist will click ‘Send for Sponsor Approval’.

Specialist – Creating an Amendment/Modification: Re-budget

